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# Employer Update for Employers of the Maine State Retirement System, January 2012

Maine Public Employees Retirement System

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## Employer Self Service

### Technical Requirements for Employers' Desktops

As of 01/09/2012 Component Name	Primary Recommendation	Employer Self Service	Comments
Browser Settings		Required	JavaScript or client-side scripting should be enabled.
Monitor Display	Monitor resolution of 1024 x 768 or higher	Recommended	
Browser Software	Internet Explorer 7, 8 or 9 Firefox 3.6 or 4 Safari 5 Chrome 12	Recommended	The Back and Refresh buttons are not supported in V3.  Allow pop-ups from the website where the application is hosted. Use close button in lower portion to close pop-up windows.  Use "Regular" or "Normal" text size on your browser.
PDF Forms: Viewing	Adobe Acrobat Reader 9.x and higher	Required	To install go to <a href="http://www.adobe.com">www.adobe.com</a> or within a current version of Adobe navigate to >Help>Check for updates. Requires internet connection.
Document Shell Editor	Java Runtime Environment	Required	To install on your desktop, go to <a href="http://java.sun.com/j2se/1.5.0/download.jsp">http://java.sun.com/j2se/1.5.0/download.jsp</a> and click on the Download JRE 5.0 Update X or Higher.

## FAST FACTS

### Submitting Payments to MainePERS

#### Payment Identifiers and Invoice Numbers

1. Include an identifier or invoice number on all payments ( EFT or paper)
2. Identifiers and invoice numbers tell us where you want the money applied
3. Payment Identifiers or Invoice Numbers are on all Remittance Reports, GLI Invoices, MainePERS Invoices and Employer Statements
4. Include all related payment identifiers and/or invoice numbers on lump sum payments

#### Electronic Fund Transfer (EFT)

1. ACH Debit payments are available through Employer Self Service. (ESS). See ESS User Guide p. 78-86 for set-up.
2. ACH Credit payments are not available in ESS. Continue to use the same process. If using ACH Credit Payments for the first time, contact Employer Services.

#### Checks

Mail checks to: MainePERS  
46 State House Station  
Augusta, ME 04333-0046

# Submitting Forms in Employer Self Service (ESS)

After you submit forms in ESS, paper copies don't need to be sent to MainePERS. Certifying Official signatures aren't required on forms submitted to us through Employer Self Service. You may wish to print a copy, however, for your own files.

## Questions, Concerns, Consultation or Training Needs?

We are here to help!

Contact us by phone at 1-800-451-9800,  
e-mail at [employer@mainepers.org](mailto:employer@mainepers.org) and  
[survivorservices@mainepers.org](mailto:survivorservices@mainepers.org)  
or visit "Ask Us" on our website,  
[www.mainepers.org](http://www.mainepers.org)



## 2011 Annual Report



MainePERS is pleased to release its Comprehensive Annual Financial Report for the fiscal year ending 2011. The report provides detailed information on finances, investments, actuarial data and general statistics of the System.

## Group Life Insurance January Invoice

Your January invoice will be available in Employer Self-Service on February 1, 2012. A couple of things to keep in mind when processing your invoice:

### 1. Monthly Premiums Due

- a. With the September Invoice MainePERS implemented monthly billing for premiums. The invoice requests payment for each of your covered employees for the entire month. We no longer calculate premiums due based on the number of pay periods you take deductions each month.
- b. Many employers manage payment of monthly group life insurance premiums by taking deductions from 24 or 48 pay periods each year. Some employers set up specific accounts to hold monthly premiums until due.

### 2. Adjustments

- a. Use the adjustment form when an employee is on a leave of absence, has terminated employment, or for payment of back premiums. MainePERS processes these adjustments along with your payment. Your payment should equal the amount due on your invoice plus or minus any adjustments.
- b. Do not use the adjustment form to account for the number of pay periods you took deductions that month. MainePERS does not process these as adjustments. The amount due is the monthly premium for each employee and retiree, if applicable.